

COMMUNITY DEVELOPMENT ANIMAL CONTROL

1300 Franklin St – 1st Floor
PO BOX 9810
Vancouver WA 98666-9810
(360) 397-2488

City of Vancouver Animal Facility License Application

Check appropriate boxes:

☐ New

☐ Renewal

<hr/>	Kennel	\$200
	VMC 8.24.010 Definitions	
	(10)"Kennel" means any premises used to conduct a commercial business involving the breeding, buying, selling or letting dogs for hire, boarding or training dogs, but excluding animal hospitals where dogs are kept only for treatment by licensed veterinarians and nonprofit animal shelters where animals are kept for care and treatment pending redemption, adoption or euthanasia.	
<hr/>	Dog Day Care	\$150
	VMC 8.24.010 Definitions	
	(6)"Dog Day Care" means any premises where dogs are groomed, trained, exercised and socialized, but not kept or boarded overnight, bred, sold, or let for hire. The hours of operation shall be limited daily from 6am to 9pm in the medium and high density residential district and 6am to 10pm in the commercial and industrial districts.	
<hr/>	Grooming Parlor	\$100
	VMC 8.24.010 Definitions	
	(8)"Grooming parlor" means any establishment where animals are bathed, clipped or combed for a valuable consideration for the purpose of enhancing their aesthetic value.	
<hr/>	Pet Shop	\$150
	VMC 8.24.010 Definitions	
	(15)"Pet shop" means any business or commercial establishment wherein animals commonly referred to or considered to be pets are kept or displayed for sale to any persons or organizations for either private or commercial purposes, provided it shall not include establishments where only birds or fish are kept for sale.	
	Combination	\$250
	Any combination of the above licenses can be combined for a total fee not to exceed \$250.00.	

It is unlawful for any person to own, maintain or operate any kennel, grooming parlor, pet shop or dog day care within the city of Vancouver unless such person has first obtained the applicable license as provided hereinafter. Such license shall be nontransferable.

Name of Business _____
Street/Mailing Address _____
City/Zip _____
Business Phone _____
Supervisor/Manager _____
Owner(s) Name _____
Owner(s) Home Phone _____
Owner(s) Home Address _____
City/Zip _____
Driver's License Number & State _____
Hours most convenient for on-site inspection _____
Average number of animals housed: _____ Dogs _____ Cats
 _____ Birds _____ Rabbits & Rodents
 _____ Other Vertebrates

Signature of Owner

Date

Please send completed application form (pages 1 & 2) along with the appropriate fee (and zoning compliance, if applicable) to:

**Clark County Animal Control
PO Box 9810
Vancouver, WA 98666-9810**

For Reference Vancouver Municipal Code

VMC 8.24.400 Kennel, grooming parlor and pet shop licenses--Requirement.

It is unlawful for any person to own, maintain or operate a kennel, grooming parlor, pet shop or dog day care within the city of Vancouver unless such person has first obtained the applicable license as provided for hereinafter. Such license shall be nontransferable.

VMC 8.24.410 Application for kennel, grooming parlor, pet shop or dog day care license

Any person making application for a kennel, grooming parlor, pet shop or dog day care license shall submit to the designated animal control agent of the city of Vancouver the following information:

- (1) The name, addresses and phone number of the owner of such facility;
- (2) The name, addresses and phone number of the person having primary supervision of such facility;
- (3) The address or location and phone number of such facility;
- (4) The maximum number of animals which such facility will contain at any single time;
- (5) The name and address of the person designated by the applicant as agent for service of legal process or notice;
- (6) A statement giving permission for the inspection of such facility at any reasonable time;
- (7) An affidavit of zoning compliance signed by the owner of said facility and approved by the zoning administrator.

VMC 8.24.420 License fees.

The application for a kennel, grooming parlor, pet shop or dog day care license shall be accompanied by a fee as follows:

Kennel, two hundred dollars; Grooming parlor, one hundred dollars; Pet Shop, one hundred fifty dollars; Dog Day Care one hundred fifty dollars. Transfer of current license to new owner, fifteen dollars.

The fee for any combination establishment shall not exceed two hundred fifty dollars. A penalty fee of fifty percent of the license fee shall be assessed if the license is not applied for within thirty days of commencement of operation or the license renewal date. Payment of this penalty shall not preclude the imposition of any additional penalties prescribed in this chapter. Payment of any outstanding civil penalties imposed under this chapter shall be a prerequisite to licensing.

VMC 8.24.430 Processing.

Upon application for a kennel, grooming parlor, pet shop or dog day care license, the designated animal control agent shall inspect the proposed facilities to see whether the facilities will allow for safe and humane treatment for animals. If it is found they do not, the license shall not issue and the applicant shall be advised in writing as to why the license is denied.

VMC 8.24.440 Display.

The license issued for a kennel, grooming parlor, pet shop or dog day care shall be posted in a conspicuous place upon the premises where such facility is located.

VMC 8.24.450 Expiration and renewal.

Each kennel, grooming parlor pet shop and dog day care license shall expire one year from the date of issuance thereof. License renewals shall be processed in the same manner as the original application, except that an affidavit of zoning compliance approved by the zoning administrator is not required.

VMC 8.24.460 Revocation, denial or refusal to renew.

A license for any kennel, pet shop, grooming parlor or dog day care may be revoked, denied or not renewed, for failure to comply with the provisions of this chapter, and such action by the designated animal control agent shall be final and conclusive unless within twenty days of written notification thereof an appeal is filed in the manner provided in this chapter.

VMC 8.24.470 Inspections.

The designated animal control agent shall have the authority to enter and inspect the premises of a kennel, grooming parlor, pet shop or dog day care licensed pursuant to this chapter at reasonable times to determine whether such facility is being operated in compliance with the provisions of this chapter.

VMC 8.24.480 Records required.

Each kennel or pet shop shall prepare, maintain and make available to the designated animal control agent a current record of all dogs, cats or wild animals auctioned off, sold, let, or otherwise disposed of and a current record of all dogs, cats or wild animals born within such facility or acquired from other sources. Such records shall include the origin, the age and type of dog, cat or wild animal, and the name and address of the transferee and transferor.

VMC 8.24.490 Animal shelters, kennels, pet shops, and dog day care shall meet the following conditions:

1. Animal housing facilities shall be provided the animals, shall be structurally sound, shall be maintained in good repair, and shall be designed so as to protect the animals from injury and restrict the entrance of other animals.
2. Each animal shall be provided with adequate floor space to allow such animal to turn about freely and to easily stand, sit and lie in a comfortable normal position.
3. Any electrical power shall be supplied in conformance with applicable electrical codes adequate to supply heating and lighting as may be required by this chapter.
4. Water shall be supplied at sufficient pressure and quantity to clean indoor housing facilities and enclosures of debris and excreta.

5. Suitable food and bedding shall be provided and stored in facilities adequate to provide protection against infestation or contamination by insects or rodents. Refrigeration shall be provided for the protection of perishable foods.
6. Provision shall be made for the removal and disposal of animal and food wastes, bedding, dead animals and debris. Disposal facilities shall be so provided and operated as to minimize vermin infestation, odors and disease hazards.
7. Washroom facilities, including sinks and toilets, with hot and cold water, shall be conveniently available to maintain cleanliness among animal caretakers and for the purpose of washing utensils and equipment.
8. Sick, diseased or injured animals shall be separated from those appearing healthy and normal and if for sale, shall be removed from display and sale or adoption and kept in isolation quarters with adequate ventilation to keep from contaminating well animals.
9. There shall be an employee or keeper on duty at all times during hours any establishment is open whose responsibility shall be the care and supervision of the animals in that shop or department held for sale, adoption or display.
10. An employee, keeper or owner shall make provision to feed, water and do the necessary cleaning of animals. Puppies and kittens shall be fed and watered no less than twice every twelve hours and adult dogs and cats shall be fed and watered no less than twice every twenty-four hours.
11. No person shall misrepresent an animal to a consumer in any way.
12. No person shall knowingly give for adoption or sell a sick or injured animal without disclosing the sickness or injury to the adopter or purchaser.
13. Animals which are caged, closely confined or restrained shall be permitted daily exercise for an appropriate length of time, as determined by their size, age and species, in a yard or area suitable for that purpose.

VMC 8.24.500 Indoor facilities--Specific conditions.

Animal shelters, kennels, pet shops, and dog day care which have indoor facilities for animals shall:

1. Be sufficiently heated or cooled when necessary to protect the animals from temperatures to which they are not accustomed, taking into consideration their age, size and species;
 2. Be adequately ventilated to provide for the health of the animals and to remove foul odors therefrom. The ventilation system so utilized shall be designed so that the volume of air within any enclosed indoor facility or part hereof shall be replaced by fresh air three or more times per hour. If ventilation equipment is used, it shall be constructed in conformance with current standards of good engineering practice with respect to noise and minimization of drafts;
 3. Have ample light, either natural or artificial, or both, of good quality and well distributed to provide for such illumination as is necessary to inspect and clean during the entire working period. Such facilities shall be placed as to protect animals from excessive illumination. Sufficient lighting shall additionally be supplied in the area of sinks and toilets to provide for the hygiene of animal caretakers;
 4. Have interior walls, ceiling and floor surfaces constructed of materials which are resistant to the absorption of moisture and odors, or such surfaces shall be treated with sealant or with paint. Floor surfaces shall not be made of unsealed wood. Interior walls shall be constructed so that the interface with floor surfaces is sealed from the flow or accumulation of moisture or debris;
 5. Contain a suitable method of drainage to facilitate the rapid elimination of excess water under any weather or temperature condition from indoor housing facilities. Such system shall be connected to a sanitary sewer or septic tank system which shall conform with standards of city building codes; provided, this requirement shall not apply to pet shops. If drains are used, they shall be maintained in a clean and sanitary condition, and a safe and effective disinfectant shall be used in the cleaning of such facilities;
- (6) Be maintained in a clean and sanitary condition, with the use of a safe and effective disinfectant in cleaning.

VMC 8.24.510 Outdoor facilities--Specific conditions.

Animal shelters, kennels, pet shops, and dog day care having outdoor facilities for animals shall:

1. Be constructed to provide shelter from excessive sunlight, rain, snow, wind, heat, cold or other elements;
2. Be constructed to provide sufficient space for the proper exercise and movement of each animal contained therein;
3. Contain a suitable system of drainage and be constructed to prevent an accumulation of water, mud, debris, excreta or other material and capable of being kept clean and sanitary and shall be so kept;
4. Be enclosed by walls or fences sufficient to keep animals within and to prevent entrance of other animals.

VMC 8.24.520 Grooming parlors--Conditions

Grooming parlors shall: (1) Not board animals, but keep said animals for a reasonable time in order to perform the business of grooming;

(2) Keep each animal in an individual cage; (3) Not permit animals therein kept for the direct purpose of grooming to have contact with other animals kept therein;

(4) Sanitize all equipment after each animal has been groomed;

(5) Not prescribe treatment or medicine that is the province of a licensed veterinarian as provided in RCW 18.92.010;

(6) Not leave animals unattended during the drying process;

(7) Take reasonable precautions to prevent injury from occurring to any animals while in the custody of said parlor.

VMC 8.24.270 Hearing officer--Powers and duties.

The hearing officer shall hear all appeals from the following decisions of the designated animal control agent and/or designated custodian of impounded animals:

(1) Denial, revocation or refusal to renew a "wild or exotic animal license";

(2) Notice of civil violation and/or order to abate; (3) Order to abate habitual violator; (4) Order to abate attacker; (5) Denial of redemption; (6) Amount of redemption fee; (7) Denial, revocation or refusal to renew license for kennel, grooming parlor or pet shop;

(8) Amount of license fee required in this chapter. The hearing officer shall hear evidence presented by the city attorney and/or the designated animal control agent to sustain the decision of the designated animal control agent or, in the case of the setting of redemption fees, the designated custodian of impounded animals. The hearing officer shall likewise hear evidence presented by the person appealing the decision. If the decision of such designated agent or custodian is found to be supported by a preponderance of the evidence the decision shall be affirmed. The hearing officer may amend the decision as the evidence and justice permit. The hearing officer shall reverse the decision in all other cases. Formal rules of evidence need not be followed, but witnesses shall be sworn by the hearing officer and a written order issued.

VMC 8.24.280 Appeal procedure.

(a) All appeals to the hearing officer made pursuant to this chapter shall be filed in writing with the city clerk or such other person or agency as the city may designate and as is named on the notice of violation, order to abate or other notice issued to this chapter, and shall contain:

(1) The names of all appellants participating in the appeal;

(2) A brief statement setting forth the action protested and the reasons why it is claimed a protested action should be reversed, modified or otherwise set aside;

(3) The signatures of all parties named and telephone numbers and mailing addresses;

(4) Verification (by declaration under penalty of perjury) of at least one appellant of the truth of the matter stated in the appeal.

(b) Upon filing an appeal, the city clerk or other designated person or agency shall transmit the same to a designated hearing officer as provided in this title.

(c) Failure of any person to file a timely appeal, or failure of any person who has filed an appeal to attend the scheduled hearing, shall constitute a waiver of his or her right to an administrative hearing and the decision of the designated animal control agent or designated custodian of animals shall be upheld.

(d) Filing of an appeal shall stay the enforcement of any notice of civil violation, order to abate (including order to abate habitual offender or attacker) or of the disposal of any impounded animal during the pendency of such appeal; provided, that an animal owner or custodian who has been denied redemption based upon alleged cruelty or the animal's vicious behavior shall not obtain release of such animal from impoundment except upon order of the hearing examiner upon good cause shown.

(e) The person filing the appeal shall be personally liable for the cost of daily care and necessary veterinarian care, and/or humane destruction of any animal which remains impounded pending the result of the appeal unless otherwise ordered by the hearing officer upon good cause shown.

(f) A copy of the final order of the hearing officer shall be mailed to the appellant(s) within three days (exclusive of Saturdays, Sundays and holidays) following the entering of a written order under this section. Unless otherwise stated in the order, such order shall be final and conclusive ten days from the date thereof unless any party of record makes application to a court of competent jurisdiction for judicial review and stay of enforcement.